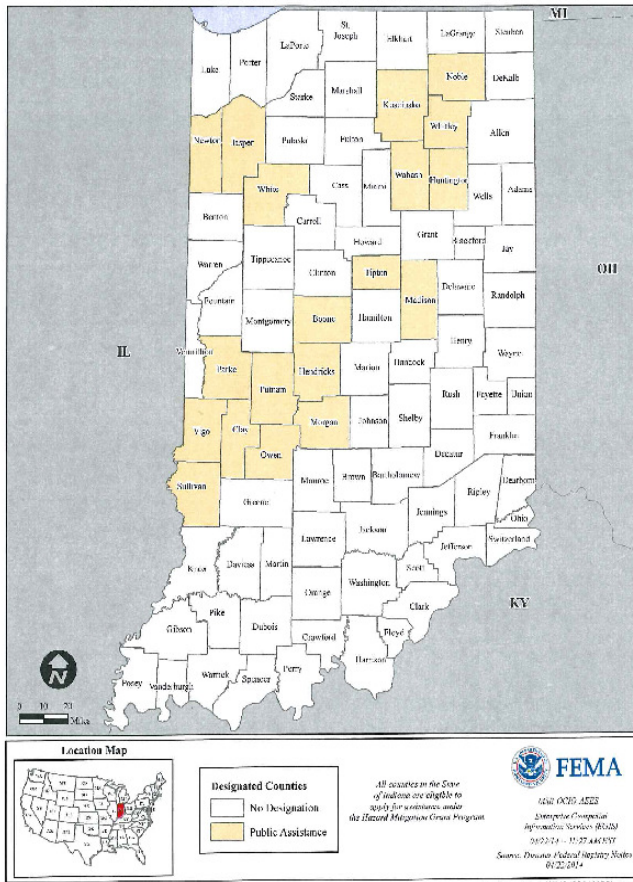


PUBLIC ASSISTANCE APPLICANT BRIEFING

FEMA-4173-DR, Indiana Disaster Declaration as of 04/22/2014



FEMA DISASTER DR-4173

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STATE & FEMA PA OFFICERS

- CARMEN GOODMAN—
STATE PUBLIC
ASSISTANCE OFFICER
(SPAO)cgoodman@dhs.in.gov
- SUSAN SHEARER—
DEPUTY PUBLIC
ASSISTANCE OFFICER
(DPAO)
sushearer@dhs.in.gov
- LINDA RICHARDSON—
FEMA PUBLIC
ASSISTANCE
OFFICER (PAO)
Linda.richardson@fema.dhs.gov

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APPLICANT BRIEFING OVERVIEW

- THE PUBLIC ASSISTANCE PROGRAM
- THE STEPS IN OBTAINING A PUBLIC ASSISTANCE GRANT

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PROGRAM OBJECTIVES

- TO PROVIDE SUPPLEMENTAL FINANCIAL ASSISTANCE TO STATES, LOCAL GOVERNMENTS AND CERTAIN NON PROFIT ORGANIZATIONS FOR RESPONSE AND RECOVERY ACTIVITIES REQUIRED AS RESULT OF A MAJOR DISASTER WHICH HAS BEEN DECLARED BY THE PRESIDENT

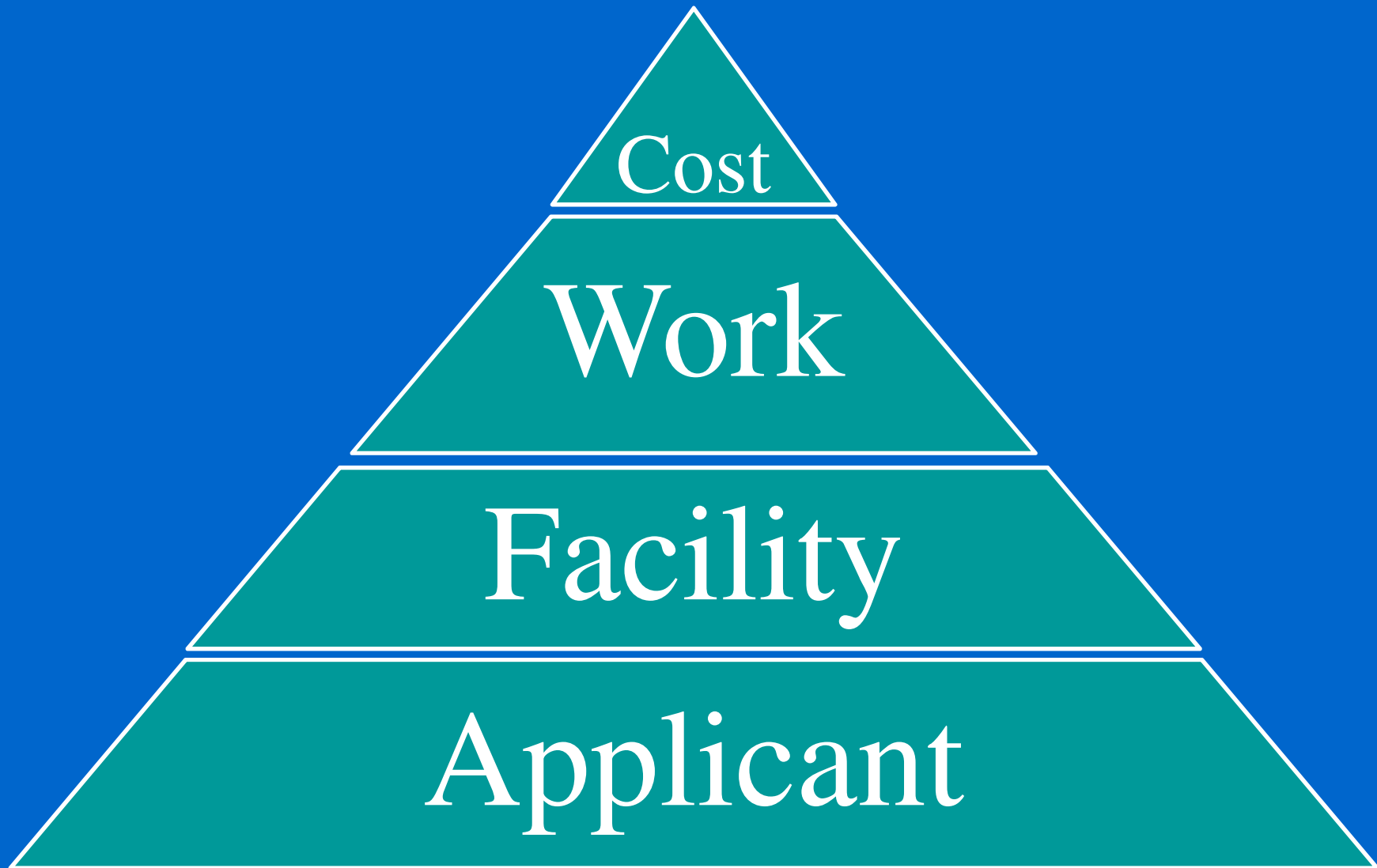
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COST SHARE PROGRAM

- FEDERAL GOVERNMENT 75%
- LOCAL GOVERNMENT 25%
- DONATED PUBLIC ASSISTANCE LABOR IS ELIGIBLE TO HELP WITH THE 25% LOCAL SHARE
- MINIMUM OF ****\$3,000**** DOLLARS IS REQUIRED FOR A PROJECT TO BE ELIGIBLE AND WRITTEN FOR REIMBURSEMENT TO APPLICANTS

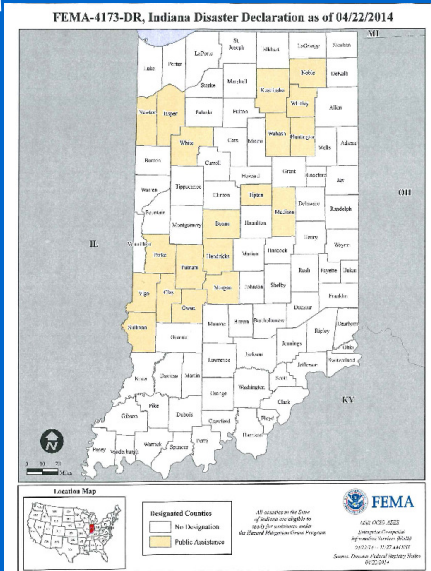
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FOUR BUILDING BLOCKS OF ELIGIBILITY



WHO IS ELIGIBLE?

- STATE AND LOCAL GOVERNMENTS & OTHER POLITICAL SUBDIVISIONS
- CERTAIN PRIVATE NONPROFIT ORGANIZATIONS



STATE & LOCAL GOVERNMENT

- COUNTIES, CITIES, TOWNS OR OTHER POLITICAL SUBDIVISIONS
- SCHOOLS, CONSERVANCIES, SOLID WASTE DISTRICTS, ETC

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PRIVATE NON PROFIT ORGANIZATIONS

- MUST PROVIDE AN ESSENTIAL GOVERNMENTAL SERVICE AND OPENED TO THE GENERAL PUBLIC.
- ESSENTIAL SERVICES MAY INCLUDE:
 - EDUCATIONAL
 - UTILITY (REMC'S)
 - EMERGENCY
 - MEDICAL
 - CUSTODIAL
- INCREASED OPERATING COSTS FOR PROVIDING SERVICES IS NOT ELIGIBLE – EVEN IF INCREASED BY DISASTER EVENT (EX: PNP FIRE DEPARTMENTS)

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CATEGORIES OF WORK

- EMERGENCY WORK
- PERMANENT WORK

EMERGENCY WORK

– CATEGORY A: DEBRIS REMOVAL

- FROM PUBLIC PROPERTY
- WHEN IN THE PUBLIC INTEREST FOR AN ELIGIBLE APPLICANT TO REMOVE (Private) DEBRIS (per FEMA direction/approval)
- NO ASSISTANCE TO INDIVIDUALS

– CATEGORY B: EMERGENCY PROTECTIVE MEASURES

- MEASURES TAKEN TO SAVE LIVES, PROTECT PUBLIC HEALTH AND SAFETY AND PROTECT IMPROVED PROPERTY

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DECLARATION COMPARISON

Severe Winter Storm

- Categories A through G
- Normal snow clearance from roads are not eligible for FEMA assistance if the county does NOT meet the requirements for snow assistance.
- Snow removal that is necessary to perform other eligible emergency work is eligible.
- Permanent infrastructure work is eligible.
- Debris cleanup is eligible.

Snow Assistance

- Category B work Only
- Must have had a record snowfall, meet record snowfall, near record snowfall, or meet the contiguous county criteria.
- 48 hour-period:
pushing/removal of snow only!
- Applicant's choice of 48 hour period.

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PERMANENT WORK

- ROAD SYSTEMS
- WATER CONTROL FACILITIES
(levees, drainage channels)
- PUBLIC BUILDINGS AND EQUIPMENT
- PUBLIC FACILITIES
(electrical, sewer)
- PARKS, RECREATIONAL & OTHER

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ELIGIBLE DISASTER COSTS

- APPLICANT OWNED EQUIPMENT
 - USE FEMA EQUIPMENT RATES
- MATERIALS
 - PROVIDE INVOICES
- PERSONNEL
 - OT ONLY FOR EMERGENCY WORK (Category B)
 - STRAIGHT & OT FOR CATEGORY A DEBRIS (PILOT PROG)
 - STRAIGHT & OT FOR PERMANENT WORK (CAT C - G)
 - PROVIDE DOCUMENTATION
- CONTRACTS
 - MUST BE REASONABLE COSTS
- RENTAL EQUIPMENT

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INDIRECT ADMINISTRATIVE COSTS

- INDIRECT OFFICE & SUPERVISORY COSTS
 - MUST DOCUMENT ALL COSTS AND REQUEST IN WRITING FROM STATE PAO
 - REQUEST WHEN CLOSING OUT A PW
 - APPLICANT MAY REQUEST UP TO 1% OF TOTAL ELIGIBLE COSTS, MAXIMUM OF \$20,000

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INSURANCE

- ACTUAL OR ANTICIPATED INSURANCE RECOVERIES SHALL BE DEDUCTED FROM OTHERWISE ELIGIBLE COSTS
- SELF INSURANCE vs UNINSURED

DONATED LABOR vs. MUTUAL AID

- THE RATE CLAIMED FOR VOLUNTEER LABOR SHOULD BE THE SAME RATE ORDINARILY PAID FOR SIMILAR WORK WITHIN THE APPLICANT'S ORGANIZATION.
- CAT A & B CAN BE CREDITED FOR DONATED LABOR (UP TO THE 25% MATCH)
- DONATED LABOR PAID BY PW AT 75%
- DONATED LABOR PW FUNDING COULD BE USED TO REIMBURSE VOLUNTEERS
- LOCAL MUTUAL AID AGREEMENT WITH PAYMENT SCHEDULE OR APPROVED RATES
- MUTUAL AID BILLING FROM RESPONDING AGENCY MUST BE PAID IN FULL BY REQUESTING AGENCY
- MUTUAL AID POLICY MUST BE FOLLOWED EVEN IF NO FEMA DECLARATION
- BILLED ENTITY WOULD BE REIMBURSED 75% COST, ABSORB 25% NON FEDERAL COST SHARE

APPLICATION PROCESS

- REQUEST FOR PUBLIC ASSISTANCE MUST BE SUBMITTED BY THE APPLICANT TO THE STATE WITHIN 30 DAYS OF DESIGNATION OF AREA (COUNTY) DECLARATION WAS April 22, 2014
- THIS SHOULD BE DONE DURING THE APPLICANT BRIEFING MEETING
- KICK-OFF MEETING WILL BE SCHEDULED WITH RECEIPT OF RPA

RPA FORM

DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR PUBLIC ASSISTANCE				O.M.B. NO. 1660-0017 Expires April 30, 2013	
PAPERWORK BURDEN DISCLOSURE NOTICE Public reporting burden for this form is estimated to average 10 minutes. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless it displays a valid OMB number. NOTE: Do not send your completed questionnaire to this address.					
APPLICANT (Political subdivision or eligible applicant)				DATE SUBMITTED	
COUNTY (Location of Damages. If located in multiple counties, please indicate)				DUNS NUMBER <input type="text"/>	
APPLICANT PHYSICAL LOCATION					
STREET ADDRESS					
CITY		COUNTY		STATE	ZIP CODE
MAILING ADDRESS (if different from Physical Location)					
STREET ADDRESS					
POST OFFICE BOX		CITY		STATE	ZIP CODE
Primary Contact/Applicant's Authorized Agent			Alternate Contact		
NAME			NAME		
TITLE			TITLE		
BUSINESS PHONE			BUSINESS PHONE		
FAX NUMBER			FAX NUMBER		
HOME PHONE (Optional)			HOME PHONE (Optional)		
CELL PHONE			CELL PHONE		
E-MAIL ADDRESS			E-MAIL ADDRESS		
PAGER & PIN NUMBER			PAGER & PIN NUMBER		
Did you participate in the Federal/State Preliminary Damage Assessment (PDA)? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Private Non-Profit Organization? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If yes, which of the facilities identified below best describe your organization? Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "...any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public."					
Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.					
OFFICIAL USE ONLY: FEMA - -DR- - FIPS# DATE RECEIVED					

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NEW REQUIREMENT

- Applicants must provide a Dun & Bradstreet number with the submission of their Request for Public Assistance form.
- 1-866-705-5711
- It's FREE!!

PROJECT FUNDING

- LARGE PROJECTS
 - \$120,000
 - PAID PER DOCUMENTATION
 - OVERRUN COSTS MAY BE ELIGIBLE IF DOCUMENTED

- SMALL PROJECTS
 - LESS THAN \$120,000
 - PAID PER ESTIMATE IF SCOPE OF WORK IS COMPLETED
 - NO OVERRUN COST CONSIDERED UNTIL ALL SMALL PROJECTS ARE COMPLETED & ADDED TOGETHER

IMPROVED OR ALTERNATE PROJECTS

- IMPROVED PROJECTS MUST HAVE CONSENT BY STATE, FEMA & HAVE ENVIRONMENTAL AND HISTORIC REVIEW PRIOR TO ANY CONSTRUCTION BEFORE ANY FUNDING CAN BE APPROVED
- ALTERNATE PROJECTS MUST HAVE CONSENT BY FEMA AND HAVE ENVIRONMENTAL AND HISTORIC REVIEW PRIOR TO ANY CONSTRUCTION BEFORE FUNDING CAN BE APPROVED

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44 CFR 13.36 (b-i)

PROCUREMENT STANDARDS

- Procurement Standards must conform to applicable Federal law and Standards identified in this section. Including State & Local laws & regulations.
- 2013 Audit by the OIG, found that many State and Local laws & regulations do not completely conform to the Federal Law and Standards

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2 CFR 215

- OMB Circular A-110
- Uniform administrative requirements for grants and other agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations

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CONTRACT BID REQUIREMENTS

- Contracts which are funded using federal funds are required to contain certain federally required contract provisions, including specific provisions within contracts. 44 CFR 13.36(i)
- Bid contracts competitively 44 CFR 13.36(c)
- Take affirmative steps to include small-, minority-, and women-owned businesses; 44 CFR 13.36(e)
- Maintain documentation to support all claimed costs, including those related to the procurement process. 44CFR 13.36(b)(9)

ELIGIBLE CONTRACTS

FEMA provides reimbursement for 3 types of contracts:

- LUMP SUM
- UNIT PRICE
- COST PLUS FIXED FEE
- Cost and Price Analysis 44 CFR 13.36(f)
 - Emergency Sole Source

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INELIGIBLE CONTRACT

- COST PLUS A % OF COSTS
- SHOULD BE AVOIDED
 - TIME AND MATERIAL COSTS
 - 70 HOURS – Emergency Period

TIME LIMITS FOR WORK

- EMERGENCY WORK
 - 6 MONTHS
 - 10/22/2014
 - AN EXTENSION POSSIBLE FOR EXTENUATING CIRCUMSTANCES
- PERMANENT WORK
 - 18 MONTHS
 - 10/22/2015
 - AN EXTENSION POSSIBLE FOR EXTENUATING CIRCUMSTANCES

RECORD KEEPING



**Accurate records of expenses
must be maintained for 3 years.**

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RECORD KEEPING

- FORCE ACCT LABOR SUMMARY
- FORCE ACCT EQUIP SUMMARY
- MATERIAL SUMMARY
- RENTAL EQUIPMENT SUMMARY
- CONTRACT WORK SUMMARY
- TIME EXTENSION FORM
- QUARTERLY PROGRESS REPORT
- SCHEDULE OF EQUIPMENT RATES

DOCUMENT-DOCUMENT-DOCUMENT

- ALL DISASTER COSTS MUST BE SUPPORTED BY DOCUMENTATION
 - DESIGNATE A DISASTER DAMAGE COORDINATOR
 - IT IS IMPORTANT TO START DOCUMENTATION AT BEGINNING OF DISASTER EVENT! IMPLEMENT A PROCESS!!!!
 - **SEPARATE DISASTER WORK COST FROM NORMAL WORK!**
 - **MAKE SURE TO DOCUMENT WORK: WHO,WHAT, WHEN, WHERE, WHY AND HOW - AND COST**
- SEPARATE DOCUMENTATION FOR
 - PERSONNEL COSTS
 - EQUIPMENT COSTS
 - MATERIAL COST
 - **USE SUMMARY DIGITAL FORMS OR WORKSHEETS FOR EACH**

FEMA VS STATE DOCUMENTATION

- FEMA –WILL GUIDE YOU THOUGH THE DOCUMENTATION PROCESS OF YOUR PWs
- IF YOU ARE 100% COMPLETE AND GET ALL OF YOUR DOCUMENTATION IN THE PW - NO FURTHER COST DOCUMENTATION IS NECESSARY FOR FINAL PAYMENT
- IF YOUR PROJECTS ARE NOT 100% COMPLETE YOU WILL NEED TO PROVIDE THE STATE WITH ALL NECESSARY DOCUMENTATION FOR CLOSEOUT AND FINAL PAYMENT AFTER PROJECT COMPLETION

DOCUMENTATION?

FEMA OR STATE?

- FEMA
 - WHILE JOINT FIELD OFFICE IS OPERATIONAL
 - WORK WITH YOUR FEMA PROJECT OFFICER
- STATE
 - AFTER DISASTER FIELD OFFICE IS CLOSED
 - CONTACT STATE ANYTIME YOU HAVE QUESTIONS OR CONCERNS
 - EMAIL SUSAN SHEARER
 - sushearer@dhs.in.gov
 - 317-234-8676

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DOCUMENTATION NEEDED FOR PAYMENT!!!


- STATE'S FISCAL DEPT REQUIRES A W-9 AND AUTHORIZATION FOR DIRECT DEPOSIT PRIOR TO PAYMENT – ELIMINATES CONFUSION/ DELAY

-THE APPLICANT MUST SUBMIT THE COMPLETED, SIGNED PROJECT COMPLETION CERTIFICATION FORM (P-4) BEFORE FINAL PAYMENT WILL BE MADE!!!

LARGE PROJECT CLOSEOUT DOCUMENTATION REQUIREMENTS

- EACH PROJECT IS DOCUMENTED SEPARATELY & LABELED WITH PW #
- FOR EACH PW PROJECT DOCUMENTATION IS SEPARATED BY LABOR, EQUIPMENT AND MATERIALS (SUMMARY SHEETS FOR EACH & INVOICES FOR MATERIALS)
- EACH PW NEEDS COPIES OF ALL REQUIRED PERMITS, INSURANCE COMMITMENTS, ETC.
- ALONG WITH THE PROJECT TOTAL SUMMARY SHEET INCLUDE A LETTER TO STATE IDENTIFYING YOUR REQUEST

State Form for PW Close Out

 IDHS LARGE PROJECT CLOSE OUT			
Applicant Information			
Declaration No.		PA ID No.	
Applicant Name			
Project Information			
PW No.	Project Title		Project Location
Total Amount Approved (100%)		Fed. Share Approved (75%)	Date Project Completed
Final Project Costs			
Total Costs Claimed (100%)		Cost Overrun Requested	Cost Underrun Requested
Applicant Certification			
The Applicant certifies the following (check all that apply):			
<input type="checkbox"/> All work under the PW is 100% complete.*		<input type="checkbox"/> All work was completed according to the PW scope of work.*	
<input type="checkbox"/> No further claims will be made for the PW.*		<input type="checkbox"/> Eligible work was completed within the required project performance period and/or copies of all approved time extension requests are attached.*	
<input type="checkbox"/> Documentation is attached to support all costs claimed.*		<input type="checkbox"/> All work was completed in compliance with Special Conditions	
<input type="checkbox"/> Invoices, bills, receipts <input type="checkbox"/> Payroll and/or equipment records <input type="checkbox"/> Bid and contract documents <input type="checkbox"/> Permits <input type="checkbox"/> Proof of insurance		<input type="checkbox"/> Insurance (Section 311 of Stafford Act) <input type="checkbox"/> Historic Preservation (36 CFR Part 800) <input type="checkbox"/> Mitigation (Section 406 of Stafford Act) <input type="checkbox"/> Environmental (Section 316 of Stafford Act)	
* Required certification			
Applicant's Agent (signature)	Applicant's Agent (printed)	Applicant's Agent Title	Date
Grantee Certification			
The Grantee certifies they have reviewed and confirmed the information contained in this Large Project Closeout Request and requests the funding be adjusted as shown and the large project PW be closed.			
PA Group Supervisor (signature)	PA Group Supervisor (printed)	Date	
FEMA Review			
<input type="checkbox"/> Reviewed and version processed (if necessary) <input type="checkbox"/> PW closed in EMMIE <input type="checkbox"/> Notification sent to the Grantee			
Signature	Print Name/Title	Date	

SMALL PROJECT CLOSEOUT DOCUMENTATION REQUIREMENTS

- DOCUMENTATION WILL BE REQUIRED TO PROVE COMPLETION OF “SCOPE OF WORK”.
- ALL SMALL PROJECTS MUST BE COMPLETED BEFORE FINAL REIMBURSEMENT IS ISSUED.
- PROJECT NETTING

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APPEALS

- APPEALS

MUST BE MADE IN WRITING AND
SUBMITTED TO THE STATE WITHIN 60
DAYS AFTER RECEIPT OF NOTICE OF
THE ACTION WHICH IS BEING
APPEALED

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AUDITS

- STATE, LOCAL GOVERNMENTS AND NON-PROFIT ORGANIZATIONS THAT EXPEND \$500,000 OR MORE IN TOTAL FEDERAL ASSISTANCE DURING A FISCAL YEAR SHALL HAVE AN AUDIT PERFORMED IN ACCORDANCE WITH THE SINGLE AUDIT ACT OF 1984 AND (OMB) CIRCULAR No. A-133
- INDIANA STATE BOARD OF ACCOUNTS PERFORMS THIS AUDIT FOR STATE/LOCAL GOVERNMENTS

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CODES & STANDARDS

- TO USE YOU MUST HAVE WRITTEN COUNTY ORDINANCES IN PLACE
- MUST BE ABLE TO SHOW YOU HAVE FOLLOWED YOUR CODES & STANDARD ORDINANCES
- INDOT CODES ARE SUGGESTED PRACTICES NOT STATE LAW

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- ENVIRONMENTAL
- STATE HISTORIC PRESERVATION
- HAZARD MITIGATION

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ENVIRONMENTAL

- ENSURE THAT ALL PRACTICAL MEANS ARE USED TO PROTECT, RESTORE, AND ENHANCE THE ENVIRONMENT. SECURE ALL NECESSARY PERMITS BEFORE CONSTRUCTION ACTIVITIES TAKE PLACE

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DNR REQUIREMENTS

- PERMITTING
- PERMIT PROCESS
- DNR WEBSITE
 - WWW.IN.GOV/DNR.WATER

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HISTORIC PRESERVATION

- PROPERTY ELIGIBLE FOR LISTING ON THE NATIONAL REGISTER OF HISTORIC PLACES REQUIRES SPECIAL CONSIDERATION UNDER THE NATIONAL HISTORIC PRESERVATION ACT (ANY STRUCTURE, INCLUDING BUILDINGS, BRIDGES, CULVERTS, THAT ARE OVER 50 YEARS IN AGE MUST BE IDENTIFIED TO THE PROJECT OFFICER OR PUBLIC ASSISTANCE COORDINATOR)

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HAZARD MITIGATION

- COST EFFECTIVE MEASURES THAT REDUCE THE POTENTIAL FOR DAMAGES TO A FACILITY FROM A FUTURE EVENT
- DISCUSS MEASURES WITH YOUR FEMA PUBLIC ASSISTANCE COORDINATOR
- MUST HAVE PRIOR APPROVAL FROM FEMA BEFORE IMPLEMENTATION

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PA SUMMARY

- THE PUBLIC ASSISTANCE PROGRAM ASSISTS IN THE RESTORATION OF COMMUNITY INFRASTRUCTURE
- FEMA PUBLIC ASSISTANCE COVERS 75% OF THE ELIGIBLE PA COSTS

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REMEMBER...

- SUBMIT A REQUEST FOR PUBLIC ASSISTANCE WITH YOUR DUNS # WITHIN 30 DAYS OF YOUR COUNTY'S DESIGNATION (**April 22, 2014**)
- REVIEW PROJECTS FOR ELIGIBILITY AND SPECIAL CONSIDERATIONS AND SECURE ANY PERMITS OR CONCURRENCE FROM THE APPLICABLE STATE AND FEDERAL AGENCIES THAT MAY BE REQUIRED
- PROVIDE ACCURATE PROJECT DATA TO INCLUDE PRICES AND SCOPE OF WORK
- WORK CLOSELY WITH YOUR PUBLIC ASSISTANCE COORDINATOR
- HAVE DOCUMENTATION AVAILABLE AND ORGANIZED

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RPA WITH DUNS#

FAX: 317-234-7236

OR EMAL TO

Susan Shearer:

sushearer@dhs.in.gov

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IDHS Website

- For Forms, Guides and Other P.A. information go to: <http://www.in.gov/dhs/>
- Under “Featured Topics” click on the link “Public Assistance Applicant Briefing – FEMA DR 4173”

CONTACT NUMBERS

- Carmen Goodman, PA Program Director
 - 317-234-8675 or cgoodman@dhs.in.gov
- Susan Shearer, PA Program Coordinator
 - 317-234-8676 or sushearer@dhs.in.gov